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## **TOPSFIELD CONSERVATION COMMISSION**

### **DEPARTMENT SECRETARY**

The Topsfield Conservation Department seeks a detail-oriented, self-motivated, computer literate individual with good people skills to serve as Department Secretary, 15 hours/week, \$14.43 - \$19.74/hour, depending on experience, to assist the Conservation Administrator with office work and outreach, including secretarial and clerical duties. Please contact or send your resume and letter of interest to Lana Spillman, Administrator, at [ls pillman@topsfield-ma.gov](mailto:ls spillman@topsfield-ma.gov) or 978-887-1510, or to the Conservation office at 8 West Common Street, Topsfield, MA 01983. A job description is available on request and through a link on the Conservation webpage: [www.topsfield-ma.gov/conservation](http://www.topsfield-ma.gov/conservation) .

It is expected that candidates will be interviewed by mid-September and the position will be filled once a suitable candidate is found.

August 29, 2014

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